

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.



## **PUBLIC HEALTH PREPAREDNESS COORDINATOR POSITION**

**Salary Range: \$45,268.86 - \$61,113.00/Annually**

Vacancy is in the Administration Division of the Health and Human Services Department. Under general supervision, plans and coordinates the department's response to public health emergencies including those that result from natural and man-made disasters. Updates and continually develops the comprehensive "all-hazards" public health emergency response plan. Plans and orchestrates drills of local public health emergency response plans, and point of dispensing site (PODs) for mass dispensation of drugs. Develop written communications and resources for the public, the media, and policy makers on issues of public health emergency preparedness and response. Recruit and train lay and medical volunteers to assist with local response to public health emergencies, and particularly the implementation of mass vaccination clinics and PODs for mass dispensation of drugs. Maintain an existing local health alert network (HAN) to communicate with key groups such as health care providers, first responders, and others on timely issues involving the protection of public health. Also, utilize the rapid and secure HAN communications system to summon volunteers and paid staff to respond to public health emergencies. Attend state, regional and local public health preparedness and emergency response planning meetings and trainings as directed. Contribute to maintenance of webpage on public health emergency preparedness and response. Prepare grant progress and other reports as directed. Assist with actual response to local public health emergencies (i.e. shelters and cooling centers) as needed. Performs related duties as required. This is a union position. The hours of this position are 40 per week. **This a grant-funded position renewable on an annual basis. The City of Hartford is not obligated to fund this position upon termination of funding.**

## **QUALIFICATIONS**

Bachelor's degree from an accredited college or university with a major in public health, environmental health, biological sciences, or a closely related field. Two (2) years of experience in the field of emergency management, epidemiology, infectious disease, or public health. Wherever possible, appropriate equivalents will be considered. Planning background and emergency response orientation are desirable. Work may be performed in emergency situations under demands for speed and accuracy. Work may be required outside normal business hours including evenings and weekends.

**A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. ANY DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.**

**APPLICATIONS WITHOUT PROPER DOCUMENTATION MAY RESULT IN YOUR DISQUALIFICATION.**

## **HARTFORD RESIDENCY PREFERRED.**

## **EXAMINATION**

Open to all who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may also include a written test, an oral test, a performance based test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of public health system and interaction of health system and emergency response sectors; Knowledge of modern methods, principles and practices of public health; Knowledge of sanitary sciences, including bacteriology, biology, chemistry and personal hygiene; Ability to organize and facilitate groups; Ability to develop and conduct training groups; Ability to establish and maintain effective working relationships; Ability to communicate effectively orally and in writing; Ability to prepare clear and concise case records and reports. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination and employment process is subject to all federal, state and municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

**APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, FEBRUARY 19, 2016.**

**Exam No: 2986**

**Issued: 1/20/2016**

### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalizations
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to:

**DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

**Web page:** [www.hartford.gov/humanresources/jobs](http://www.hartford.gov/humanresources/jobs)  
**Application:** [www.hartford.gov/images/hr/application.pdf](http://www.hartford.gov/images/hr/application.pdf)

### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is your responsibility to notify the Department of Human Resources of any change of address on your application.